

Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030-2326 • Tel. 516-869-6311 • Fax 516-869-7662
www.northhempsteadny.gov

Commercial Plan Review Check List

Application Number: _____

This checklist is provided as an aid to help you through the process of getting your plans approved and permits/certificates issued. It includes the most common omissions from commercial permit applications submitted to the Building Department. Completing it will assist in expediting your application. Since every application differs, use this Checklist as a guide. If any of the following items listed do not apply to your project, simply mark the item N/A. For example a simple internal renovation will not require the Site Plan referenced in Item 6, below. Our staff will assist in helping resolve any uncertainty about the applicability of each item to your application.

New Construction	[]	Full scope	[]	Tenant Fit out	[]	Core and Shell	[]
Alteration / Addition	[]	Facade	[]	Parking on Grade	[]	Maintain	[]
Section: _____		Block: _____		Lot(s): _____		Date: _____	

Address of Permit Activity:

Street: _____ City: _____ State: _____ Zip: _____

- 1__ Historic folder review completed. The following items have been addressed:
- a. Open permits requiring renewal or issuance of Certificates.
 - b. Site plan indicates fencing that does not have permits – gates set back 18’.
 - c. Site plan indicates structures not permitted (sheds, trailers).
 - d. BZA Decisions requiring renewal.
 - e. Prior BZA Decisions have been reviewed. Are all Conditions required by the BZA in compliance? (landscaping, fencing, buffer zones, garbage lockers, etc.).

(NOTE: The historic review is limited to the space where the proposed work is contemplated. If the work area is a tenant space located a large office building or shopping center a historic review of the entire building or property is not required.)

- 2__ Checked for Change of Use, Change of Occupancy, Change of Occupancy with no Change in Occupancy Classification?
- 3__ Occupancy calculations provided based on Section 1004 of the B.C. of N.Y.S.
- 4__ Plans specifically state business going into space, not just “retail” (i.e. clothing store, real estate office, deli) If the name of the business is known please provide.
- 5__ If the application is for an alteration, do the plans state N.Y.S. B.C. Level (Level 1, 2, 3 or Change of Occupancy, etc.).
- 6__ Site plan provided indicating the location of the work being performed. Parking layout with calculations provided indicating all spaces with their typical dimension.
- 7__ Parking calculations must indicate the previous tenant requirements and calculations indicating new tenant requirements.
- 8__ Two surveys of the property provided indicating all existing conditions.
- 9__ The following information provided on the plans. This information is required for preparation of final certificates:
- a. State the construction classification of the building as per Section 602 of the B.C. of N.Y.S.
 - b. State the occupancy classification of the tenant space as per Section 302 of the B.C. of N.Y.S.
 - c. State if the building has a fire sprinkler system. If so, is it required by code?
 - d. State if the building has a fire alarm. If so, is it required by code?
- 10__ Do the plans indicate the relocation of existing and/or the installation of new fire sprinkler heads? If so, it requires the filing of a Fire Sprinkler Permit application and plans with TONH (relocation requires plans) and filing with the N.C.F.M. Sprinkler App #: _____.

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Commercial Plan Review Check List – Cont’d

- 11__ Modification of a Fire Alarm system – submitted N.C.F.M. filing receipt or T.N.H. N.C.F.M. Filing Affidavit
- 12__ Received N.C.F.M. filing receipt.
- 13__ Received T.N.H. N.C.F.M. Filing Affidavit in lieu of N.C.F.M. Filing receipt?
- 14__ Plans indicate the size, type & location of all required portable fire extinguisher in compliance with Section 906 of the B.C. of N.Y.S.
- 15__ Plans demonstrate compliance with the means of egress requirements of Chapter 10 of the B.C. of N.Y.S.
- 16__ Plans indicate the required egress discharge (exterior) lighting as per Section 1006.1 of the B.C. of N.Y.S.
- 17__ Plans demonstrate compliance with the accessibility requirements of Chapter 11 and ANSI A117.1-2003.
- 18__ MECcheck, COMcheck or other means of demonstrating compliance with the energy efficiency requirements of Chapter 13 and the N.Y.S. Energy Construction Conservation Code.
- 19__ If a statement of special inspections has been indicated by the Design Professional, has the name of the person performing the special inspection and the qualifications of this special inspector been provided to demonstrate their competence to perform inspections as per Table 1704.1?
- 20__ Plans indicate all required plumbing fixtures and demonstrate compliance with all aspects of the applicable sections of Chapter 29 of the B.C. of N.Y.S. and the N.Y.S. Plumbing Code.
- 21__ Plumbing Permit Application is submitted with Riser diagram. Plumbing App# _____
- 22__ If the plans indicate the installation of gas appliances and/or gas piping, a Gas Permit Application submitted with a gas riser diagram. Gas App #: _____
- 23__ Do the plans indicate the relocation of existing and/or installation of new HVAC equipment and/or ductwork, registers, etc.? This requires an HVAC Permit Application HVAC App # _____.
- 24__ Do the plans indicate how the HVAC unit(s) will be supported? (roof curbs, dunnage). If steel dunnage is utilized, has the dunnage been indicated on the plans.
- 25__ Has the applicant provided a certification letter indicating the roof structure is able to support the additional load of the HVAC units?
- 26__ If the application is a Maintain, has an ORIGINAL Electrical Inspection Certificate been submitted
- 27__ If the application is a Maintain, has the Design Professional submitted the Maintain Certification Letter?
- 28__ If Commercial cooking equipment indicated, the plans must indicate the commercial exhaust hood and fire suppression system. The applicant must also provide a copy of the approval for this system from the N.C.F.M.
- 29__ If any signage will be installed as part of the proposed construction you must file a Sign Permit Application for each sign being proposed.

This form MUST be submitted with every Commercial Application

Licensed Design Professional

Business/Corporation: _____

Name: Last: _____ First: _____

License Number: _____

Address: Street: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Licensed Design Professional's Stamp and Original Signature must appear here: